



## DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 11100.1A

Code 0904

10 May 1995

### NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 11100.1A

From: Commanding Officer

Subj: COMMAND BULLETIN BOARDS

Ref: (a) OPNAVINST 5354.1C  
(b) SECNAVINST 12720.5A  
(c) OPNAVINST 5100.23C  
(d) OPNAVINST 6100.2  
(e) SECNAVINST 5370.2J

Encl: (1) Location of Bulletin Boards

1. Purpose. To establish policy for using and posting on Command Bulletin Boards located within Naval Hospital, Twentynine Palms, California. Enclosure (1) denotes the designations and locations of Command Bulletin Boards.

2. Cancellation. NAVHOSP29PALMSINST 11100.1.

### 3. Definitions

a. Official Bulletin Boards provide means for official information to be widely disseminated within the Command.

b. Public Affairs Bulletin Boards provide means for Command interest items to be posted in central locations.

c. Departmental Bulletin Boards provide means for departmental information to be disseminated.

d. Community Bulletin Board provides a means for staff members to disseminate personal items of interest.

### 3. Action

a. Public Affairs Officer (PAO) shall:

(1) Periodically monitor the content, condition and professional appearance of all Command Bulletin Boards.

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(2) Be the reviewing and approving officer for new bulletin board requests.

(3) Approve and post all information for the Official, Community and Public Affairs Bulletin Boards.

(4) Be assisted by the following Special Assistants ensure required information is current and posted as dictated by applicable references.

(a) Command Managed Equal Opportunity Manager, per reference (a).

(b) Command Equal Employment Opportunity Manager, per reference (b).

(c) Safety Manager, per reference (c).

(d) Health Promotion Officer, per reference (d).

(e) Standards of Conduct Coordinator, per reference (e).

b. Department Heads shall:

(1) Approve material placed on Departmental Bulletin Boards located in their respective area.

(2) Ensure material posted is:

(a) Not in conflict with Department of Defense policies and guidelines.

(b) Dated

(c) Removed after being displayed for 30 days.

(3) Submit requests for new bulletin boards to the PAO.

c. All Staff Personnel shall:

(1) Submit material for posting on Departmental Bulletin Boards to their Department Head for approval.

(2) Submit material for posting on the Official, Public Affairs and Community Bulletin Boards to the Public Affairs Officer for approval in the following format:

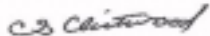
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(a) Information must be typed or printed legibly on a 3 X 5 card.

(b) Include a point of contact with telephone number.

(c) Card must be dated and will not be allowed to stay on board more than 30 days.

4. Applicability. This instruction is applicable for all personnel aboard Naval Hospital, Twentynine Palms, California.



C. S. CHITWOOD

Distribution:  
List A

LOCATION OF BULLETIN BOARDS

Official Bulletin Boards (5):

1. Command Suite, exterior wall in passageway.
2. Education and Training Class Room; wall in passageway, opposite of class rooms.
3. Mental Health, wall in staff passageway in Mental Health Clinic.
4. Multi Service Ward, wall in alcove.
5. Military Sick Call.
6. Post Office, wall in passageway.

Public Affairs Bulletin Boards (2):

1. Wall in staff passageways in Orthopedics Clinic.
2. Wall in passageway across from Fiscal Management Department.

Departmental Bulletin Boards (8):

1. Education and Training, passageway by class rooms.
2. Radiology Department, across from Mammography Room.
3. Family Practice Clinic, staff passageway in Family Practice.
4. Pediatrics Clinic, staff passageway in Pediatrics.
5. Emergency Medicine Department, wall in department.
6. Operating Room and OB/GYN, wall outside of lounge.
7. Preventive Medicine Department, wall near main waiting area.

COMMUNITY BULLETIN BOARD (1)

1. Material Management, wall across from female/male lockers, Room G010.